



**DEPARTMENT OF THE TREASURY  
DIVISION OF REVENUE AND ENTERPRISE SERVICES  
Small Business Registration & M/WBE/VOB Certification Services Unit**

**Fast Track MBE/WBE Certification Service**

The State currently works with other certifying groups to accept alternative certifications. If you have a currently valid certificate with a national or statewide certifying group, you may request that we consider fast-tracking your State application.

**For Businesses with Minority Supplier Diversity Council (MSDC)  
Certification:**

To apply for a New Jersey certification using your MSDC certification, please submit the following:

1. A copy of your letter of certification from MSDC
2. A copy of your completed certification application submitted to MSDC, **excluding** the supporting documents
3. A completed State of New Jersey [MSDC MBE Certification Application](#)
4. A completed Authority to Release Information on your business to DMWBD form

**For Businesses with Other Federal or State Program Certification  
(Port Authority, Out of State, Etc):**

To apply for a New Jersey certification using an outside agency/program certification, please submit the following:

1. A copy of your letter of certification, and/or
2. A copy of your completed certification application as submitted to the outside agency/program, **excluding** the supporting documents
3. A completed State of New Jersey [Other MBE/WBE Certification Application](#),
4. A completed Authority to Release Information on your business to DMWBD form
5. Non-refundable check or money order in the amount of \$100.00

The State of New Jersey reserves the right to request additional documentation from your business and to contact you to schedule a site visit. In addition, any changes to your certification status with the outside agency/program prior to receiving certification approval from the Division must be reported within 10 business days.

Your M/WBE certification with the State of NJ is valid for 3 years. Annually, the business must submit, not more than 20 days prior the anniversary of the certification, an annual verification statement, in which it shall attest to the current status of ownership, control or any other factor of the business affecting eligibility for the certification as a minority or women-owned business.

If the business fails to submit the annual verification statement by the anniversary date, the certification will lapse and the business will be removed from the SAVI<sup>1</sup> that lists certified minority and women-owned businesses. If the business seeks to be certified, it will have to reapply.

If the business submits the annual verification statement by the anniversary date, but either the verification statement or the information received by the Division indicates that the business is no longer eligible for certification as a minority or women-owned business, the Division shall revoke the certification pursuant to this chapter and following revocation, the business shall be removed from the SAVI. The business may appeal this revocation pursuant to the procedures set forth at N.J.A.C. 17:46-1.8.

If you require further information, please call the Division (609) 292-2146.

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*NJSAVI (New Jersey Selective Assistance Vendor Information) is a database that identifies businesses that are registered as a SBE and/or certified as a M/WBE with the State of New Jersey, through the Division of Minority and Women Business Development. The NJSAVI marketplace identifies businesses eligible for mandated state programs such as the NJ Small Business Set Aside program, and aids in matching buyers and vendors for private contracting opportunities.*

January 28<sup>th</sup>, 2015 Rev.